

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

NOTICE: 02-06

ISSUE DATE: 02/21/2002  
DISPOSAL DATE: 03/31/2004

RE: COMMUNITY  
REINVESTMENT FUNDS-  
ISSUANCE OF  
INSTRUCTIONS AND FINAL  
AMOUNTS EARNED UNDER  
THE 2000-2001 WISCONSIN  
WORKS (W-2) AND  
RELATED PROGRAMS  
IMPLEMENTATION  
CONTRACT

To: W-2 Agency Directors  
Columbia County Human Services Department  
Jackson County Department of Health and Human Services  
Langlade County Department of Social Services  
Bad River Tribe  
Milwaukee County Department of Human Services

From: Mary Rowin /s/  
Deputy Division Administrator

**PURPOSE AND BACKGROUND**

This memo provides:

- 1) instructions for access to Community Reinvestment (CR) funds earned under the 2000-2001 Wisconsin Works (W-2) and Related Programs Implementation Contract (2000-01 W-2 Contract); and
- 2) the final CR amounts for all agencies (availability contingent upon an agency earning the Performance Bonus)

In accordance with the 1999-2001 Biennial Budget, an amount equal to 7% of the total Contract amount of the 2000-01 W-2 Contract was reserved for Performance Bonuses. Within the 7% amount, an amount equal to 3% of the total Contract amount is available for CR funding.

Additionally this memo obsoletes Administrators Memo 01-06 related to CR Carryover.

## TIMELINES

In October 1999 the Department issued the potential CR funding amounts *by geographic area* as an addendum to the Request for Proposal (RFP) which is a part of the 2000-01 W-2 Contract. The **attached chart** shows the amounts designated *per agency*. Contract amendments will be issued in a two step process. The first set of contract amendments are scheduled to be issued in February 2002 to those agencies that earned CR funds by meeting the performance standards as of the reported data on December 31, 2001. The Department will issue contract amendments in March 2002 for those agencies that earned CR funds after further processing of performance standards after December 31, 2001.

Agencies may use the CR funds during the period from January 1, 2002 to December 31, 2003. CR funds that are not used by December 31, 2003 will lapse and no longer be available to the agency.

## CONTRACTING PROCESS

Agencies will receive an amendment to their 2002-2003 W-2 and Related Programs Contract (2002-03 W-2 Contract) for CR or will receive a separate CR Contract if the agency does not have a 2002-03 W-2 Contract. The CR amount included in the contract documents will be the amount identified on the chart attached to this Memo. Agencies can be reimbursed for CR expenditures only when all of the following have been completed:

- The CR contract amendment is signed and returned to the Department; and
- The agency's CR activities in their CR Plan are approved by the Department's Contract Manager; and
- CR expenses are incurred and reported.

## CR PLAN SUBMITTAL

In order for an agency to access CR funds the agency must submit a CR Plan for approval for the expenditure of the **total** CR amount (see attached chart). The Plan may be for allowable CR projects **and/or** to supplement the 2002-03 W-2 Contract. **All projects**, whether or not they have been approved under a previous contract period, **must be submitted for review and approval** under the 2002-03 W-2 Contract or CR Contract. Please refer to the **CR Guide** for further information on allowable uses of CR funds and elements of an acceptable CR Plan. (Appendix VI W-2 Manual or [http://dwdworkweb/des/manuals/pdf/w2cr\\_guide.pdf](http://dwdworkweb/des/manuals/pdf/w2cr_guide.pdf))

**The final date for CR Plan submittal is May 31, 2002.** Approval of projects will be retroactive to January 1, 2002 thereby addressing the issue of continuation of existing projects.

As in the past, the Department requires that the CR Plans outlining future projects must include all of the following information to be considered for approval:

- A description of the service to be provided;
- Details on who will receive the service (including income eligibility);
- Details on who will provide the service;
- Details on when the service will be provided;
- An estimated budget for each project (including personnel costs, equipment, supplies, and other specific budget items);
- A description of how an agency will coordinate with other programs such as Workforce Attachment and Advancement (WAA), Welfare to Work (WtW), Community Youth Grants (CYG), Literacy, or Alcohol and Other Drug Abuse (AODA) services;

- The CR Plan must be consistent with the State's TANF Plan ([www.dwd.state.wi.us/desw2/Final\\_Pln.htm](http://www.dwd.state.wi.us/desw2/Final_Pln.htm)) or the purposes of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA); and
- Any CR Plan that proposes services to existing W-2 participants must describe how the proposed services expand or enhance those services included in the agency's approved W-2 Plan.

Attached to this memo is a form template for use in submitting a CR Plan. The cover page must be completed by each agency submitting a CR Plan and, if applicable, the project proposal form must be completed for each individual CR project submitted for review. The project proposal form must be completed in its entirety whether for a new project or a continuing project. The use of the form will ensure the Department has consistent information from each agency. Additionally, the use of the form will facilitate the review process.

It is imperative that CR Plans submitted for review provide clear and thorough explanations of each of the above elements. The Contract Manager will initially determine whether a CR Plan meets the criteria and forward to central office **or**, if the CR Plan does not meet the criteria, the Contract Manager will return the CR Plan to the agency for revisions before submitting it. **CR Plans that are not submitted before the deadline of May 31, 2002 will not be considered.** To allow for changing circumstances agencies will be able to submit plan modifications. (see **CR Plan Modifications** section below)

Any new and/or not yet approved activity under the 2002-03 W-2 Contract is not an allowable expense until the Department approves the CR Plan describing the proposed activities. If an activity is approved in the CR Plan, expenditures for that activity will be considered allowable expenses for reimbursement beginning January 1, 2002.

### **CR AS A SUPPLEMENT TO THE 2002-03 W-2 CONTRACT**

At any time during the 2002-03 W-2 Contract Period and for any uses allowed by the Department in the 2002-03 W-2 Contract, a W-2 agency may supplement the funding level available for their 2002-03 W-2 Contract with funding from the W-2 agency's CR funding. The amount and frequency of any supplement is at the discretion of the W-2 agency. The W-2 agency will report any supplement to the Department in accordance with the Department's fiscal policies and procedures.

Agencies that plan to use their CR funding to supplement the 2002-03 W-2 Contract do not need to address the project approval guidelines above. There is a place on the CR Plan form to indicate whether an agency is choosing this option.

### **CR PLAN MODIFICATIONS**

Other than for W-2 Contract supplementation, agencies are to limit CR Plan modifications to a projected or demonstrated inability to expend the planned amount of funding for services. Modifications may include initiating a new project **or** adjusting the scope and budget in an already approved CR Plan. Any modifications must be in accordance with the guidelines for plan modifications in the 2002-03 W-2 or CR Contract. CR Plan modifications that will result in implementing a new CR project must be submitted to the Contract Manager by **July 1, 2003**. Adjustments to an already approved CR Plan may occur up until the end of the 2002-03 Contract period, **December 31, 2003**.

Some examples of reasons for modifications are 1) the need to increase or decrease funding for W-2 Contract supplementation and the corresponding adjustment, or 2) if the projected benefits of the CR service are not being realized. Agencies should strive to limit the number of CR Plan modifications by incorporating all changes into a single modification whenever possible. Modified CR Plans must include the same criteria listed in the **CR Plan Submittal** section.

### **JOINT CR PLANS**

Multiple W-2 geographical areas that want to submit a combined CR Plan may do so if **all** of the combined W-2 agencies agree **and all** of the counties and/or tribal agencies served by those W-2 agencies agree to the CR Plan. This combined CR Plan could be for a single shared project. A joint CR Plan must have a signature page showing approval by all of the affected W-2 agencies and county or tribal executives. This policy also applies to a single county with multiple W-2 agencies.

### **BIENNIAL BUDGET ACTION REGARDING CR CARRYOVER**

Wisconsin Act 16 included language which ended access to CR funds earned under the 1997-1999 Wisconsin Works Implementation Contract as of December 31, 2001. This statutory language obsoletes information previously issued in Administrator's Memo 01-06.

### **USE OF CR FUNDS AND THE CONTINGENCY FUND**

In December 2001 the Joint Committee on Finance voted to create a contingency fund for dispersal of W-2 cash benefits. The Department is in the process of developing criteria for accessing the contingency fund. Under the 2000-01 W-2 Contract, how a W-2 agency used its CR allocation was a factor the Department considered in reviewing contingency fund requests. This may again be a factor under the 2002-03 W-2 Contract.

REGIONAL OFFICE CONTACT: Area Administrator/Contract Manager

Attachments: Community Reinvestment Chart  
CR Plan Form template

Community Reinvestment (CR)  
Plan Submission Cover Page

<b>Region:</b>	
<b>Contract manager:</b>	
<b>Agency name:</b>	
<b>Street address:</b>	<b>City:</b>
<b>Zip Code:</b>	
<b>Mailing address:</b>	<b>City:</b>
<b>Zip Code:</b>	
<b>Contact person:</b>	<b>Title:</b>
<b><u>Contact person's:</u></b> <b>Telephone number:</b>  <b>Fax number:</b>  <b>Email address:</b>	
<b>Plan for Agency's CR funding (check one or both)</b>  <div style="margin-left: 40px;"> <input type="checkbox"/> Notification of intent to use CR to supplement the Wisconsin Works (W-2) and Related Programs Contract  Total Amount: \$ _____ </div> <div style="margin-left: 40px; margin-top: 20px;"> <input type="checkbox"/> CR Projects <ul style="list-style-type: none"> <li>If checked complete Project Proposal Form for each project</li> <li>How many projects are being submitted? _____</li> </ul> Total Amount: \$ _____ </div>	
<b>Name, title, and signature of agency contact</b>	
<b>Name, title, and signature of DWD contract manager (indicates DWD approval)</b>	

## **Community Reinvestment Project Proposal Form**

<b>Title of project/service:</b>
<b>Is this a project previously approved for this agency? If yes, previous approval date</b>
<b>Description of service or project (attach separate page if necessary):</b>

<p><b>Whom will the project serve and how will you determine income eligibility?</b></p>
<p><b>How many participants do you anticipate serving through this project? Provide a total and state how many of that total are TANF eligible.</b></p>
<p><b>Who will provide the service?</b></p>
<p><b>Dates that service will be provided:</b></p>
<p><b>Describe how you plan to coordinate with other programs such as WAA, WtW, Community Youth Grants, Literacy, or AODA services in your area:</b></p>
<p><b>Will you be serving existing W-2 participants through this service? If yes, describe how this service expands or enhances the existing W-2 services:</b></p>
<p><b>Is the service consistent with Wisconsin's TANF State Plan or does it fulfill one of the purposes of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996? Please explain:</b></p>

**BUDGET PAGE**

Please provide a breakdown of the budget for this project

Categories	Total allocated to CR	Other funding source	Total for project
Salaries/Personnel	\$	\$	\$
Equipment	\$	\$	\$
Computer/software	\$	\$	\$
Supplies	\$	\$	\$
Postage	\$	\$	\$
Rent/Utilities	\$	\$	\$
Subscriptions/resources	\$	\$	\$
Staff development	\$	\$	\$
Subcontracts	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Cost Allocation Method:**

**Further information related to this project/service:**



